

Class Code 3310/Nonexempt  
Position Title Coordinator  
Working Area Contract Administrator/Engineering  
Effective Date May 18, 2001



## **JOB DESCRIPTION**

### **Scope**

Mid-level technical work administering contracts for the Engineering Division.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Review specifications, plans and engineering reports for conformity with state and local requirements. Review reports submitted during construction and verify status of work and compliance with contract specifications. Prepare or check project estimates, plans, and specifications for bid lettings. Conduct pre-construction conferences. Review and approve all material and subcontractor information submitted. Conduct daily inspection of all phases of construction projects and exercises judgment concerning the quality and acceptance of work performed. Document and assist in analysis of all contract claims. Evaluate contractor performance. Coordinate testing on embankment, sub-grade, base, concrete, and asphalt. Coordinate and approve sampling and testing done by consultant or contractor. Coordinate the work of all utility companies and County subcontractors. Assist contractors in interpreting plans and specifications. Check and approve monthly and final estimates. Keep daily reports and make accurate written reports as to the progress and workmanship of projects. Prepare final reports including explanation of overruns and costs that are under estimated completion costs of project.

### **Minimum Qualifications**

#### **Knowledge and Skills**

Knowledge of concepts, terminology and principles of surveying, architecture and/or other engineering related areas. Knowledge of engineering design, construction, production and/or operations. Knowledge of engineering quantitative techniques. Analyze and interpret engineering data, perform technical engineering tasks and solve problems relating to engineering. Plan, organize and coordinate work assignments; communicate technical information well orally and in writing. Use engineering, drafting, architectural or surveying tools, equipment and/or instruments.

#### **Education**

Bachelor's Degree in a related field and two (2) years experience. *A comparable amount of education, training, or experience may be substituted.*

### **Working Conditions**

The work environment for this position includes working in an office setting with some field work. Most duties are performed on construction sites, requiring prolonged standing and walking. Incumbents also perform duties that require sitting at a desk or table to use a personal computer.